

## WELCOME TO DIABLO CANYON OUTAGE HIRING

### **Prior to Arrival:**

Prior to your start date at DCP, you need to submit an Electronic Personal History Questionnaire (ePHQ) 10-14 days prior to your in-processing date. The ePHQ's are no longer accessible through the microsite due to a change in process. Instead you will receive 2 emails

- One email will have a subject line of EPHQ Ready for (name). This email contains the link for your ePHQ.
- Another email will have a subject line of: PHQ Security ID for (name).

The ePHQ you will be sent is based on your last favorable termination date in PADS (Personnel Access Data System).

- If you are coming from a non-PADS member site (Nextera and Entergy sites), your ePHQ needs to be completed based on the data that is currently in PADS

*If you have any questions regarding the ePHQ, contact Access at 805-545-2692 (see below for common ePHQ errors).*

### **Your First Day:**

1. Display your temporary car pass face up on the driver side of your dashboard, park in lot 1 or 8 only.
2. You **MUST** wear proper attire. Durable shoes or boots, long pants and shirts with long or short sleeves (no tank tops).
3. Bring the following information with you:
  - Vehicle information (i.e., make, model, and license number)
  - Emergency contact information.
  - Original and current government issued identification including the documents used to complete the electronic I-9 form which verifies your identity and proof of your eligibility to work in the United States.
  - On your electronic Personal History Questionnaire (ePHQ), if you listed education, bring an official school transcript. If you listed military service, a DD214 Member Copy four needs to be provided.
  - If applicable, bring any Court Orders issued and dated within the last five years
4. Lunch / snack – there are minimal food and drink vending machines.
5. Cell phone coverage on site is available with Verizon

### **Check Cashing:**

Some banks in the San Luis Obispo/Santa Barbara County area will not cash your checks unless you have an account established with them

You may be interested in setting up an account at one of the local banks listed below:

- Bank of America – customer service line 805-544-2022
- Wells Fargo – customer service line 800-869-3557
- Citibank NA – customer service line 800-274-6660
- Chase – customer service line 800-935-9935

If needed, check cashing of PGE payroll checks is usually available at Union Bank in San Luis Obispo.

Please be sure to make check cashing arrangements prior to your arrival at the plant site as we are not able to facilitate this service for you.